

Tips for Creating A TravelWise Plan

Organizing a successful TravelWise program requires identifying a set of strategies that fit within the context of your business. Use this list to help you determine the best strategies for your situation.

MASS TRANSIT

- Contact your local transit agency to determine how to best implement an employee transit benefit.
- Explore the possibility of providing shuttle service to and from the nearest transit station.
- Talk with your HR representatives or your accountant about the federal tax code allowance for contributing up to \$230/month to employees' transit benefits tax free.
- Implement alternate work hours as needed, to support transit usage.

TELEWORKING

- Identify job types (information workers) and employees that are well suited to work in remote locations.
- Make sure all telecommunication infrastructure is in place such as video-conferencing software.
- Take advantage of any remote work locations or satellite offices.
- Establish clear expectations regarding remote supervision and communication.
- Encourage employees to conference call or video conference in place of face-to-face meetings, when appropriate.

FLEXIBLE WORK HOURS

- Review business operations and make necessary changes to accommodate the flexible work hours.
- Establish clear policies regarding work hours.
- Screen and evaluate which positions are appropriate for flexible work hours; focus on performance, not the number of hours on the job.

COMPRESSED WORKWEEKS

- Identify a schedule that works best for your operations and stick to it.
- Rotate days off to maintain minimum staffing levels.

CARPPOOLS AND VANPOOLS

- Let commuters know names and telephone numbers of colleagues living near them, with whom they might carpool.
- Look into vanpool programs where employees form commuting groups using a transit agency vehicle.
- Reward those who take part through priority parking or other incentives and recognition.

ACTIVE TRANSPORTATION

- Provide incentives and/or an award program to encourage and recognize walking or biking.
- Make sure there is free and secure bicycle parking.
- Provide on-site showers and lockers.
- Offer a Guaranteed Ride Home benefit. This can be accomplished relatively inexpensively by simply paying for cab fare when an emergency or sickness arises.
- Check with your HR department or accountant about recent federal tax code changes offering deductions for monthly bicycle allowances up to \$20/month.

FOR MORE INFORMATION ON ALL THESE TACTICS VISIT:
WWW.TRAVELWISE.UTAH.GOV

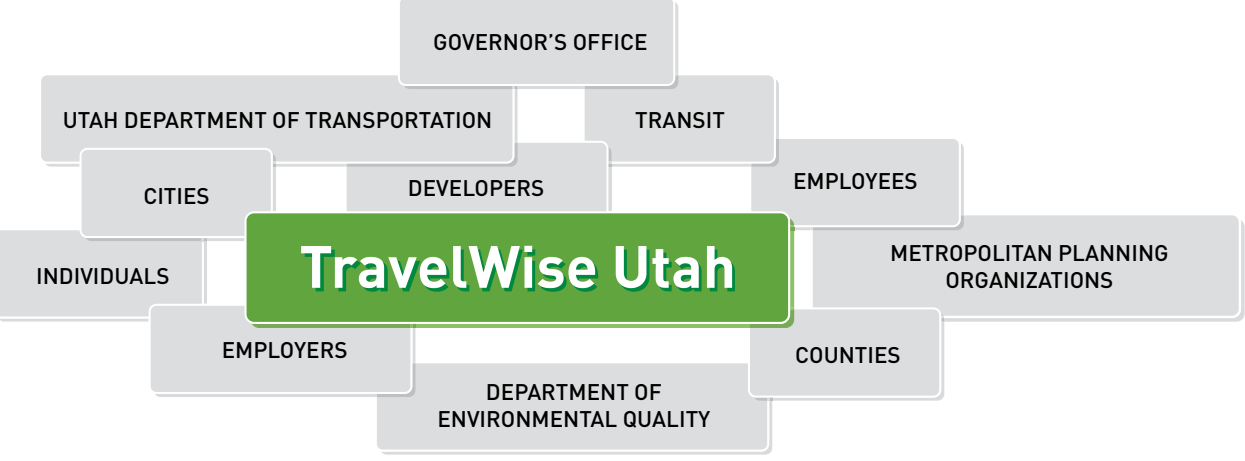
Did You Know?

A comprehensive TravelWise program involves government agencies, employers, commuters, individual travelers, transit providers and others.

By working together we can reduce daily transportation-related energy use by as much as 25% to 35%.

“Utah has a great opportunity to lead out and address some of our most pressing challenges with proactive solutions. As we work together to implement the TravelWise program, we will increase our energy efficiency, reduce traffic congestion and improve our air quality. However, this can only be possible through the dedicated support and participation of you and many other companies like yours throughout the state. Join with the State of Utah and other local governments and, together, we can make TravelWise a success for the future of our state and the next generation.”

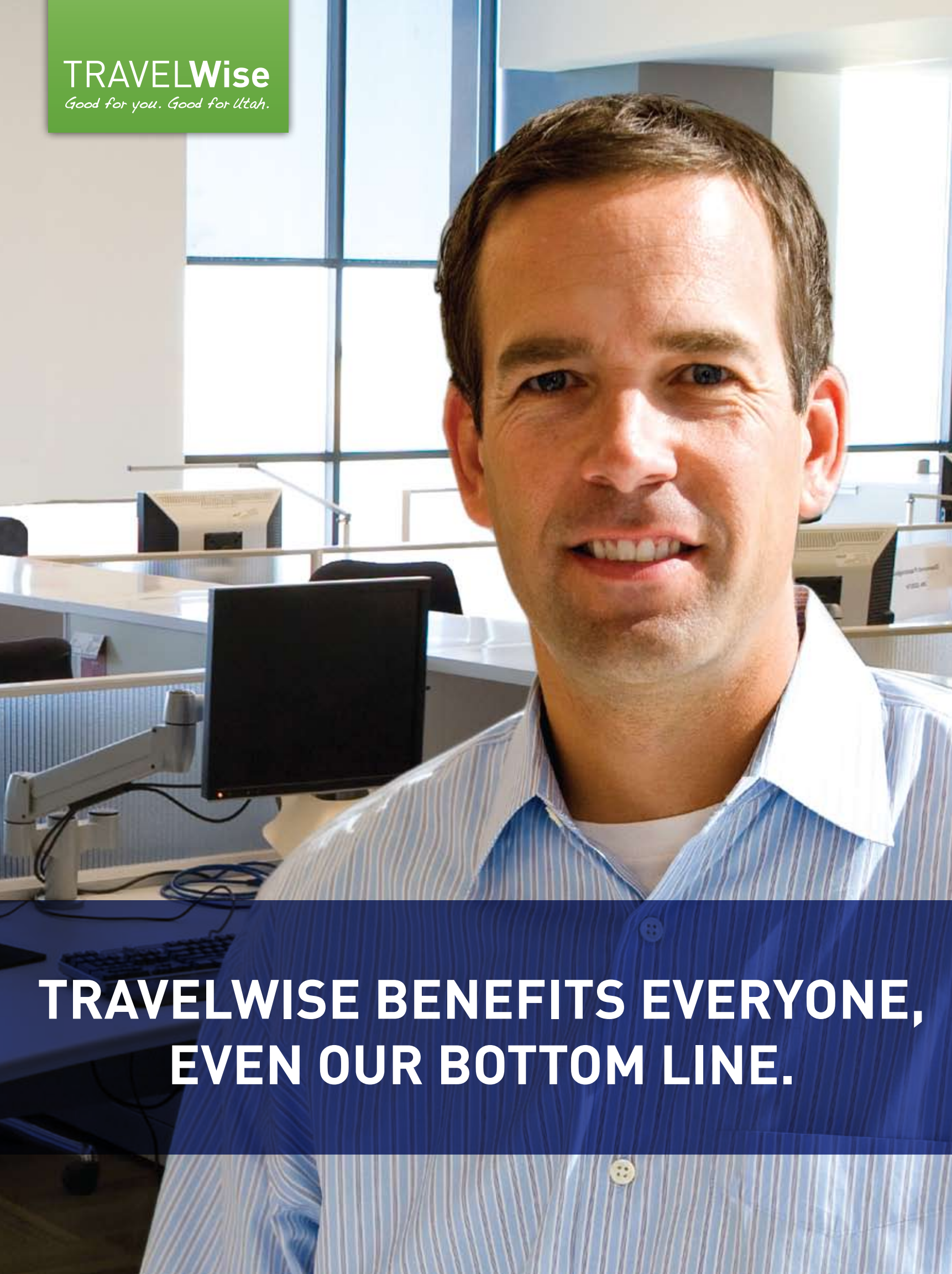
-Gov. Jon M. Huntsman, Jr.



The threefold benefits of TravelWise are reducing energy consumption, reducing traffic congestion and improving air quality.



For more information about TravelWise contact us at:
www.TravelWise.utah.gov
TravelWise@utah.gov | 801-965-4185



TRAVELWISE BENEFITS EVERYONE,
EVEN OUR BOTTOM LINE.



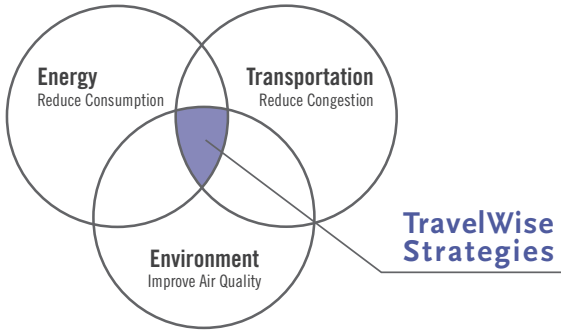
HAPPY EMPLOYEES EQUAL HAPPY EMPLOYERS

Benefits of the TravelWise program for your business

It's almost common sense; when employees are happy, they work harder, they're more efficient and they're more dedicated. And that's what makes employers happy. The strategies put forth as part of TravelWise are great ways to provide employees with additional "perks," including financial savings, all without sacrificing efficiency, productivity or even money.

TravelWise: Good for You, Good for Your Company, Good for Utah.

As Utah experiences the challenges of unprecedented growth, implementing TravelWise strategies in the workplace benefits businesses and at the same time supports Utah's goal of reducing energy consumption, reducing traffic congestion and improving air quality. In this way, supporting TravelWise is the classic win-win-win situation.



What's in it for Employers?

Employers who implement the various TravelWise ideas in their workplaces experience an increase in applicants, higher employee retention, improved productivity along with decreased sick leave and need for office space. Most importantly, all this adds up to an improved bottom line. TravelWise ideas may appear, at first, to benefit only employees by making life easier, but remember happy employees make happy employers.



What's in it for Employees?

Obviously, employees are the direct beneficiaries of the majority of the TravelWise benefits. Employees are able to arrange their schedules to better fit their lifestyles, put less wear and tear on their personal vehicles and even be empowered by the feeling that they're pitching in to help the environment. In the end, implementing TravelWise strategies in the workplace makes employees happier, and we all know what that means.

Did You Know?

The Salt Lake City area is ranked fourth for support for teleworking among the nation's midsized cities.

- Microsoft Corp.

TravelWise Combines Business Requirements of Employers with the Travel Needs of Employees



PUBLIC TRANSIT

ATK, Clearfield, UT: ATK's public transit program provides an opportunity for all employees at its Clearfield site to receive a discounted UTA Eco Pass. The program has been extremely successful, with approximately one-half of the employees participating. Most of them take FrontRunner commuter rail to work every day.

-Management, ATK

Public Transit Estimated Work Travel Energy Savings: 10% – 13%*



RIDESHARING, VANPOOLING & CARPOOLING

Novell, Provo, UT: Novell's vanpooling program includes nine UTA vans carrying 10% of their workforce from areas in both Salt Lake County and Utah County. Enrollment has tripled in the past year and employee morale and retention have improved since its initiation.

-Human Resource Department, Novell

Ridesharing Estimated Work Travel Energy Savings: 3% – 5%*



TELEWORKING

AT&T, Nationwide: Teleworking employees have saved AT&T \$150M annually. Broken down, they saved \$100M through direct employee productivity, \$35M in real estate costs and \$15M from employee retention.

-AT&T 2002-2003 Employee Telework Survey

Teleworking Estimated Work Travel Energy Savings: 4% – 6%*



COMPRESSED & FLEXIBLE WORKWEEKS

Rio Tinto, South Jordan, UT: The flexible work schedules program at Rio Tinto includes staggered shifts, job sharing and modified work schedules. Implementation of this program is expected to gain \$800,000 in turnover savings and raise productivity by 3%.

-Human Resource Department, Rio Tinto

Compressed & Flexible Workweeks Estimated Work Travel Energy Savings: 5% – 10%*



ACTIVE TRANSPORTATION (BIKING & WALKING)

REI, Salt Lake City, UT: REI's program encourages commuters to get to work by biking, walking or using other means of shared transportation. Program incentives include store discounts and recognition awards, which have increased staff participation to one-half during the summer months.

-Human Resource Department, REI

Active Transportation Estimated Work Travel Energy Savings: 7% – 10%*

Physical activity saves 5% to 12% in medical costs per year.

-Arlington Transportation Partners and Center for Disease Control

*These estimated percentages assume active promotion/education of alternative ways for employees to travel. Without such outreach the benefits will be considerably less.

FOR MORE TRAVELWISE EXAMPLES VISIT: WWW.TRAVELWISE.UTAH.GOV

Did You Know?

*A commuter with a 60-mile daily commute saves **\$4,388** annually in a 2-person carpool versus commuting alone!*

-St. Louis Regional Rideshare Program (www.rideshare.org)